

Adopted: September 2001 , Revised: \_\_\_\_\_

## Class Title: Assistant City Manager

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supports the City Manager in developing policy for council consideration. Provides administrative and management support in administering policies and programs. Represents the city on various boards. Assists in inter-departmental collaboration efforts. Provides counsel to departments. Provides interface with citizens and publics. Performs other duties as assigned by the City Manager.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Develops strategic policy issues for consideration by identifying strategic topics, performing research and collaboration, and preparing proposals.
2	S	Provides support to council and policy committees by preparing agendas, developing topics for consideration, and providing appropriate follow-up.
3	S	Represents the city's interests in various boards and organizations by remaining current on key issues, seeking feedback, and presenting thoughts and ideas.
4	L	Coordinates and collaborates on key projects and task forces by identifying projects, work plans and strategies, determining required level of support, and managing the projects.
5	L	Provides other assistance by responding to inquiries, providing general administrative assistance, and other special duties that may be required.
6	S	Represents the City in the City Manager's absence by assuming City Manager's duties.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Ten years experience in municipal management.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read general correspondence, newsletters, citizen letters, and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebraic and basic financial calculations.
Writing	Work requires the ability to write general and technical reports, letters, and correspondence.
Managerial	Managerial responsibilities include coordinating high visibility projects, preparing agendas, and occasionally assuming City Manager's responsibilities.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings, offsite
Lifting	O	Office supplies, records, reports
Carrying	O	Office supplies, records, reports
Pushing/Pulling	O	File cabinet drawers, chairs
Reaching	F	Office supplies, reports, telephone
Handling	F	Office supplies, records, reports
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	Filing in cabinet drawers
Bending	O	Picking up supplies
Twisting	O	To/from computer, desk, and telephone
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Computer monitor, reading, writing, supervision of staff, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving
Other (specify)	N	

**Unclassified Service** (Positions in the unclassified service are not classified civil service positions, and are not within the jurisdiction of the Civil Service Commission (CSC). Any references herein to the Civil Service Commission (CSC) or to "classification" are solely to permit use of a standard form, and do not mean that any positions with this title are in the classified service.)

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Telephone, calculator, pager, copy machine, fax machine, general office supplies, computer, printer, standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)

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